

Sample Formal Response

**COUNTY OF CUYAHOGA
COMMISSION ON HUMAN RIGHTS**

IN THE MATTER OF:

Complainant

v.

Respondent(s)



Case Number _____

RESPONSE TO COMPLAINT

1. **Respondent, _____ responds to the Complaint of Discrimination filed by the Complainant, _____.**
2. **Provide Name, mailing address, telephone, and fax of each respondent filing this response:** For a business or other organization, be sure to include (a) the full legal name of each owner or operator and (b) the name and title of the representative who will serve as contact person. Use additional pages if needed.
3. **Statements admitting or denying allegations of complaint (Statements Admitting or Denying Allegations of Complaint.** See the next page of this form.
4. **Response to Complainant’s Narrative.** See the third page of this form.
5. **Signature and certification by Respondent or Attorney.**

I certify that a reasonable inquiry of known and readily available information has been made and that the statements set forth in this response are true and correct except as to those stated to be on information and belief, as to which I certify that I believe them to be true.

Respondent’s Signature

Date Signed

Print name. Title & organization if signing for a business

This response contains ____ pages including this one.

File original:

**Cuyahoga County Human Rights Commission
c/o Cuyahoga County Department of Law
2079 East Ninth Street, 7th Floor
Cleveland, Ohio 44115
Phone 216-698-6464**

Instructions & Examples: Make copies of this blank page as needed or use your own sheets to respond to every fact alleged in the complaint. You do not need to respond to legal conclusions (e.g. "I believe these actions are discriminatory"), but you can address them in your position statement. Some examples:

I admit that the complainant asked to be seated in a booth at the restaurant.
I deny telling the complainant she was too old to learn to use the new equipment.
I admit that complainant has been a tenant in my building, but I deny that he has paid his rent on time.

If you do not know whether an allegation is true or not, make a statement like this:
I do not have sufficient knowledge to admit or deny the allegation that our sales manager told the complainant that young single women are better sales representatives.

Example:
Allegation: *Paragraph 1: I use a wheelchair due to my disabilities, including rheumatoid arthritis.*
Response: *I admit the complainant was using a wheelchair but do not know the nature of her disabilities.*

**RESPONSE TO COMPLAINANT’S NARRATIVE
(STATEMENTS ADMITTING OR DENYING ALLEGATIONS OF COMPLAINT)**

Allegation: _____

Response: _____

Allegation: _____

Response: _____

Allegation: _____

Response: _____

Allegation: _____

Response: _____

Allegation: _____

Response: _____
